



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

CITIZENS PLAZA BUILDING  
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**PHIL BREDESEN**  
GOVERNOR

**VIRGINIA T. LODGE**  
COMMISSIONER

March 18, 2010

Dear Provider,

I want to make you aware of an upcoming delay in the processing of criminal background checks for child and adult care applicants. The Tennessee Bureau of Investigation has informed DHS that the process will be considerably slowed in coming weeks. The federal government will be screening all of its 2010 Census workers during the last days of April and into the first week of May. For this reason, the TBI has informed State agencies whose business practices involve criminal background checks to expect a delay in the process.

As you know, state law requires that all new employees of licensed child and adult care agencies undergo a fingerprint criminal background check. (TCA71-3-507) Employment cannot begin until the applicant has been cleared through this process.

We want to make sure that you prepare for this delay by ensuring that any potential employees submit fingerprints by April 16. After this date, we expect the processing of fingerprints to be delayed by several weeks.

We are very proud of the quick turn-around that we provide to you and of the partnership we have with the Tennessee Bureau of Investigation. We've all become very used to the rapid return on these mandated background checks.

We are told to expect the process to be back to normal with the usual one- to two-day turnaround by mid-May.

Again, please be prepared so that your ratios are in compliance and your new hires submit their fingerprints for processing by April 16<sup>th</sup>.

If you have any questions, feel free to contact your Licensing Program Evaluator.

We appreciate your attention, action and understanding during this time.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois Barrett Luke".

Lois Barrett Luke  
Director, Child and Adult Care Licensing